Position Description

RUSU Campaigns Officer

Position No:

Organisational Unit: Research & Campaigns Unit

Location Based at RMIT Melbourne CBD Campus. May be required to travel to and work at other RMIT Melbourne based campuses on occasion as directed.

Classification: SUE 5

Salary: $76,731 Full time equivalent ($61,385 for 0.8 FTE) + superannuation

Superannuation: UniSuper or other as indicated by Incumbent

Employment Type: 0.8 FTE Part time (56 hours per fortnight).

Other Benefits: Good conditions of annual leave, sick leave (cumulative) and superannuation. Student Union employees are covered by an Enterprise Bargaining Agreement.

Current Occupant: Vacant

Closing Date: 5pm Sunday 8 November

Contact: For further details and to apply email rusu.jobs@rmit.edu.au or phone (03) 9925 1842 and ask for Noel or Andrei.

Advice to applicants: Applicants must specifically address the selection criteria (as outlined on page 5 of this Position Description) and provide a detailed curriculum vitae by the closing date. Please include the names, phone numbers and email addresses of three referees in your application.

All applications should be sent via email to rusu.jobs@rmit.edu.au by the closing date above. Late applications will not be accepted.
**Working Environment/Important Personal Attributes**

This position within RUSU offers a unique and rewarding working environment whereby elected student representatives are the managers and supervisors. They are elected annually and change every year, hence the position is subject to serving a new ‘Student Management’ team each year. The elected student representatives are supported by a range of permanent paid professional staff, including the RUSU Campaigns Officer.

Whilst some of the students may lack previous experience in advocacy and campaigns, the majority are enthusiastic, keen to learn and be mentored during their term of office. They are not paid staff, but do receive a small honorarium and may need to work part-time, in addition to their role at RUSU and their tertiary studies.

Therefore RUSU staff must have excellent interpersonal skills and enjoy working with young adults in a dynamic, fun and at times busy environment. They must also possess a willingness to share their knowledge and experience to develop and support these young students in their roles as student representatives.

**About the RMIT University Student Union (RUSU)**

The RMIT University Student Union (RUSU) is the representative body of around 65,000 RMIT University students and is an independent organisation from RMIT University. RUSU has an annual operating budget of over $3 million and employs over 20 paid staff members and 12 casuals. It is governed by 25 elected student office bearers, most of who receive an honorarium. RUSU's main offices are located in the CBD; however we operate offices and provide services on outlying campuses in Bundoora and Brunswick.

RUSU represents students’ interests and undertakes a vast range of activities that enhance and foster an active and informed student life on campus. This is done through:

- The provision of student information and referral services
- Undertaking campaigns, education and training programs, forums and workshops, including the promotion of student welfare and advocacy and student complaint resolution
- Providing a diverse range of social and cultural activities, such as Orientation and Re-Orientation, lunchtime and night time activities
- Coordinating a wide range of student clubs and offering a variety of accredited training courses
- Providing a professional accredited volunteer program for RMIT students
- Operating RUSU Realfoods – a vegetarian and vegan, organic and fairtrade café
- Producing a number of student publications, operating a TV Production house and maintaining a website/social media presence.

All staff and student representative positions are required to operate within the parameters of the Student Union Constitution, Regulations, Policy and the staff Enterprise Agreement. All staff are supervised and directed by the annually elected student representatives.

**Organisational Unit:**
The Research and Campaign Unit consists of one paid staff member, the Campaigns Officer. This position works collaboratively to assist staff and student representatives across a range of other RUSU organisational units and departments.

The position works closely with the Student Rights Officers, Compass Welfare Drop in Centre, and the elected Welfare Officer, Education Officer and President to undertake research, policy analysis, submission writing and strategy for the welfare and education and student rights campaigns of the Student Union.
The Campaigns Officer plays a key role in working with staff and students on the
development, design and delivery of strategy and campaigns for RUSU more broadly.
In this area it works closely with the President, Secretariat members and the Governance &
Development Officer.

The Campaigns Officer position focuses on supporting and resourcing the elected student
representatives from RUSU departments that are working on issues of social justice, equity
and achieving social change, such as; Women's, Queer, Environment and International.
Collaboration between this role and the RUSU Communication department is also required to
ensure that RUSU campaigns and successes are communicated to students and other
stakeholders.

Organisational Chart
1) Position Summary

This position helps transform students’ ideas into tangible and effective campaigns and programs that make a real difference to RMIT students.

The Campaigns Officer works with elected student representatives and RUSU staff to assist with the planning and delivery of RUSU campaigns and departmental programs. They assist the RUSU elected student representatives to fulfill their representative role and to engage RMIT students in the campaigns and activities of their respective departments. They also play an organising and mentoring role, linking Staff Student Consultative Committee (SSCC) student representatives from across RMIT with the activities and campaigns of RUSU.

The position involves providing research, briefing, reports and submission writing and campaign assistance to the RUSU Secretariat and the Student Rights Officers /Welfare & Education department.

The position supports and resources the RUSU departments that are working on issues of social justice, equity and achieving social change such as; Women’s, Queer, Environment and International.

2.) Key Responsibilities

- Work with RUSU staff and student representatives towards the active involvement of the student body at RMIT by developing well researched, promoted, communicated and planned campaigns driven by students on issues relevant to students.
- Coordinate & undertake RMIT committees and campaigns briefings, student committee involvement, research, submission preparation particularly in collaboration with the Student Rights Officers, the Governance & Development Officer and student representatives.
- Contribute towards pro-active strategies to improve the RMIT policy environment and student experience through input into university decision-making bodies, policies, procedures, reviews and initiatives that effect students.
- Providing a reference point for office bearers and staff on issues affecting RMIT students and their welfare, rights and ability to study, in collaboration with relevant staff.
- Liaise with the RUSU Communications department to ensure effective communication of RUSU campaigns, priorities and outcomes to RMIT students and stakeholders.
- Support and resource the relevant RUSU departments through:
  - Providing advice and assistance in planning, initiating, coordinating and implementing campaigns;
  - Assisting to translate student concerns into tangible campaigns, campaign materials promotional and communications strategies;
  - Assisting the relevant office bearers to develop an annual/semester plan for their departments’ activities and campaigns including timelines, key dates and budget.
  - Delivery of advice on best practice and/or potential options for events, campaigns, partnerships and workshops
  - Contributing to the logistics and promotions to involve RMIT students in relevant cross campus networks, forums and conferences.
- Working with relevant staff and office bearers to document and report on their departmental and campaign activities and achievements for both funding and promotional purposes.
- Oversee the implementation, development, reporting and evaluation of specific programs funded through annual program grants.
- Contribute towards the induction, training and capacity building activities of RUSU through:
- Participation in the development and delivery of the annual RUSU induction training program and induction kit.

- Developing the capacity of RUSU office bearers and Staff Student Consultative Committee (SSCC) student representatives through mentoring, sharing knowledge and focusing on empowerment and skill building.

- Overseeing the annual update of RUSU induction resources/ manuals.

• Contribute, collaboratively, towards the achievement of the aims and objectives of RUSU and undertaking other relevant duties as required

3. Selection Criteria

3.1) Essential

• A relevant tertiary degree with subsequent relevant experience (minimum 2 years) within the tertiary education and/or community sector.

• Experience with the planning and delivery of student/community based campaigns and projects and the development of innovative campaign and communications materials, resources and outreach events.

• Demonstrated experience in research, submission and report writing and policy analysis.

• Demonstrated advocacy and networking skills.

• Extensive knowledge of current trends in the tertiary education sector and of equity and social justice issues facing students in the sector and the wider community.

• Experience working with and resourcing volunteers and/or in student/community based organisations.

• Experience in providing organisational tools and resources, training or induction programs.

• High-level written and verbal communication skills and demonstrated ability to work with people from a range of organisations and backgrounds, and establish and maintain effective working relationships.

• Proven ability to work with diverse and/or disadvantaged communities in an empowering way that motivates active involvement and facilitates inclusive decision making.

• Proven strong team working ability and the capability to trouble shoot, problem solve and take initiative where necessary and appropriate.

• High level of organisational and administrative skills and ability to prioritise work commitments.

• Demonstrated computer skills including word processing, basic spread sheets, email and internet, using industry standard applications.

• Enthusiasm for working with and for students in the tertiary environment and an understanding of and commitment to the principle of student control over student affairs.

3.2: Desirable

• Tertiary qualification in social science, research, policy, community development, events management or related area.

• Knowledge of RMIT University Student Union or the RMIT environment.

4 Special Requirements

NIL

5 Job Complexity, Skills, Knowledge (all drafted from this point on)

Level of Supervision, Independence

The incumbent works under the general direction of an elected student representative.
The duties of this position are conducted collaboratively with Student Union Officer bearers and staff in particular with the Governance and Development Officer and Student Rights Officers.

This position regularly works with RUSU elected office bearers and with student volunteers involved with RUSU campaigns.

This position is required to provide work reports to their supervisor and to provide quarterly reports on outcomes and achievements of the department to the Governance and Development Officer.

**Problem Solving and judgement**
The incumbent provides advice to RUSU by identifying issues affecting students and possible outcomes in addressing these issues. This includes strategic analysis and the options for the future direction of the department, campaign and/or the policy and planning of the Student Union related to the projects the position is working on.

Judgement and advice focuses on the needs of the student population and of the RUSU in particular.

**Professional and organisational knowledge**
The position requires professional knowledge which comes from professional qualifications, experience in the tertiary education sector, in welfare and educational roles in student union, and/or community organisations. The position requires an ability to quickly develop extensive knowledge of the University and Student Union structures, processes and systems.

It is also essential to have knowledge of relevant State and Federal Education policies as well as of trends which would impact on tertiary education sector students in Australia.

**Task level**
The position requires the development of specialist expertise to facilitate advice and provide logistics, planning and advocacy support for the various RUSU departments on issues relating to their work and issues affecting students and the tertiary education sector more broadly.

The incumbent shall also undertake project work and/or other duties as directed by the supervisor or supervising body consistent with Key Responsibilities.

**This position description is approved by:**

Occupant: ................................................................. Date: NA

Supervising Body (Secretariat) ............................................................... Date: 26 October 2015

Staffing Committee: ................................................................. Date: 22 October 2015

Classifications Committee: ................................................................. Date: 29 June 2011